

**Town of Townsend
Town Manager**

Job Description:

The Town Manager, under the direction of the Town Council, is responsible for managing Town affairs in accordance with municipal ordinances and state and federal laws. Responsibilities include financial management and budgeting; community and intergovernmental relations; enforcing and administering provisions of the Town Charter and Code; and effective management of long-range planning and the administrative affairs of the Town. The Town Manager maintains rapport with the community by meeting with citizens and advisory groups; reaching out to resolve concerns; settling disputes. Maintains a sound public relations posture between the Town and its citizens, the press, and other federal, state and local governmental agencies.

Skills and Qualifications:

Ability to communicate effectively orally and in writing. Must be goal-minded and possess a self-starting drive to get things done, frequently through other people. Must possess strong leadership skills with the ability to organize and use time effectively. Proficiency in personnel administration and knowledge of financial administration and municipal management, working knowledge of government programs and decision-making processes, municipal zoning/planning, grant application and administration; public works and public safety.

Desirable Experience and Training

Graduation from an accredited four-year college or university program in public administration or a related field, and at least five years' experience as chief administrative officer in a municipal government; or any equivalent combination of experience and training that would demonstrate the skills and abilities to perform the work.

The successful candidate must pass a background check and drug test, and be bondable. Salary is dependent upon education and experience. An excellent benefit package is provided. Applications must be received by December 14, 2018.

Cover letter and resume may be sent electronically to lgorman@townsend.delaware.gov or by mail to:

Town of Townsend
Attn: Human Resource Manager
141 Main Street
Townsend, DE 19734